

4.8.1 Transaction Processing for Add

The Transactions subsystem provides the capability to add case and item information, transfer of accountability for the Idle Property to the PDO, and for controlled NEMS screenable items to update the NEMS Data Base to reflect the transfer for all active disposal cases. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

- From the NPDMS MAIN MENU type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press **<Enter>**.

The TRANSACTION MENU (ND5000MA) is displayed.

ND5000MA / ND5000PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01	
		TRANSACTION MENU		08: 57: 08	
		TX		MSXXX	
Selections:					
1	Add	8	Reversal		
2	Change	9	Convert Case to Component		
3	Delete	10	Convert Component to Case		
4	Receipt	11	Enter SRD and GSA Control No		
5	Sales	?	In any field for Help		
6	Exchange (Trade-In)	.	Exit Transaction Process		
7	Freezes and Dispositions (Includes Scrap and Surveys)				
Enter Selection: _____					
Prop Case No: 804101 _____		Item Id: _____			
ECN: _____		Cust Acct No: _____			
ERN: _____		(For Reversal only)			
Trans Id: _____		(Process Final Disposition w/o Freeze)			
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP LOPF PREV RVW CNCL CLEAR EXIT					

INPUT DATA

- Enter Selection input value = 1
- Prop Case No (Only used for Item add to an existing component system)
- Item Id (Optional)
- ECN (Controlled property only)
- Cust Acct No (Optional)

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

4.8.1.1 Controlled Add With GSA Reporting

With the valid entry of an Equipment Control Number (ECN), this process extracts data from NEMS. The Controlled Add with GSA reporting function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type 1 at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CONTROLLED PROPERTY ADD A CA		03/01/01 09:02:23 MSXXX	
Local Ref No: _____		Cust Acct No: 33001		Turn-In Doc No: _____	
Initiators Name: _____		Initiators Org Code: _____		NSN: ****	
Initiators Phone: () -		*****			
Item Name: *****		*****			
Mfg's Code: _____		Mfg's Name: _____		Mfg Year: _____	
Model No: _____		Part No: _____		MMA Code: _____	
Serial No: _____		CC: **		Cap Sens Code: X	
CURR QTY: *****		UNIT OF MEASURE: **		UNIT ACQ COST: *****	
Stock Status Code: 5		Contr Prop: _		Tag No: _____	
Reimbursement Code: _		Grantee Prop: _		Contr/Grant No: _____	
Exc/Sale: _ Unclaimed Prop: _		Date Found: _ _		Fair Mkt: _____	
Haz Mat Code: _		Haz Mat Ind: _		Precious Metals Code: A	
Item Desc: _____		Print Pickup Doc: Y		More: RETAIN (Y/N): N	
Navigation: Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- -					
HELP		LOPF		PREV	
		CNCL		CLEAR	
				EXIT	

EXTRACTED FROM NEMS

- Cust Acct No

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

input value = your document number

- input format = **MM/DD/YYYY**

- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**
- Retain input value = **Y** or **N**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain Field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION
PROP DESC	TEST	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
		1 2 3 4 5 6
TECH HEADERS	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>	
TECH DESC	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>	1 2 3 4 5 6
<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> HELP LOPF CNCL PGUP PGDN INSRT </div>		

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CONTROLLED PROPERTY ADD A CA		03/01/01 09:15:49 MSXXX	
Local Ref No: _____		Cust Acct No: 33001			
Initiators Name: _____		Turn-In Doc No: _____			
Initiators Phone: (____) ____ - _____		Initiators Org Code: _____			
Item Name: SDFS*****		NSN: 7021 _____			
Mfg's Code: _____		Mfg's Name: _____		Mfg Year: _____	
Model Serial CURR	<div style="border: 1px solid black; padding: 5px;"> <p>ND4110MI Please Enter Appropriation Data:</p> <p>TEST 1 _____</p> <p>Enter 'C' to Cancel: _</p> </div>				ode: X *****
Stock Reimbu Exc/Sa Mat In					
Haz Mat Code: _		Haz Mat Ind: _		Precious Metals Code: A Print Pickup Doc: Y	
Item Desc: TEST				More: _	
				RETAIN (Y/N): N	
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP LOPF PREV CNCL CLEAR EXIT					

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**

- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01	
		ADD SCREEN 2		09:17:28	
		A CA		MSXXX	
Install Name: MARSHALL SPACE FLIGHT CENTER*****					
Contact Person: XXXX XXXXXXXX*****		Phone: (205) XXX - XXXX			
Address: BLDG XXXX*****		Bldg: 8025***** Room: _____			
Property Location		City: HUNTSVILLE*****		State: AL Zip: XXXXX _____	
Country: _____					
Report To: GSA Region: 04 or DRMD DODAAC: _____		Print Doc (Y/N): N			
Warehouse Loc: _____		Warehoused Date: _____			
DML Code: -		Foreign Prop: -		Reclam Code: _____ CC: A1 Artifact: -	
21_ DAYS		Installation Screening: 03 01 2001		End Dates 03 22 2001	
Screening 21_		NASA-Wide Screening: 03 01 2001		03 22 2001	
Timeframes 0_		Other Federal Screening: 03 23 2001		03 23 2001	
21_		Donation Screening: 03 24 2001		04 14 2001	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)					
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____					
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP LOPF PREV CNCL CLEAR EXIT					

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip

- Country
- Report to
 - GSA Region input value = reporting GSA Region
 - DRMO DODAAC input value = **blank**
- Print Doc input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop input value = **Y** or **blank**
- Reclam Code input values = **Y**, **R**, or **N**
- CC
- Artifact input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes:
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**

- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **N**
- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

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      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
ND4110MB / ND4110PA      ADD SCREEN 2
                          A CA
                                03/01/01
                                10: 16: 12
                                MSXXX

      Install Name: MARSHALL SPACE FLIGHT CENTER*****
Contact Person: XXXX XXXXXXXX*****      Phone: ( 205 ) XXX - XXXX
Address: BLDG XXXX*****      Bldg: 8025***** Room:
Property Location      City: HUNTSVILLE*****      Fax: ( 205 ) XXX - XXXX
State: AL Zip: XXXXX _____
*****
      ND4110MK

      If the property is located in the following areas:

      Maryland - Prince Georges and Montgomery Counties only
      Virginia - Prince William, Loudon, Fairfax, and
      Arlington Counties, and City of Alexandria

      The GSA Region should be 'W'.      GSA Region: **

      Enter 'C' To Cancel: _____
*****
Navigation:
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
      HELP      LOPF      PREV      CNCL      CLEAR      EXIT

```

INPUT DATA

- GSA Region
- Enter 'C' to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter **C** to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

INPUT DATA

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data

passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

ND4110MC / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/25/99	
		GSA REPORTING DATA		14: 48: 18	
		A CA		MSXXX	
Local Ref No:		EQUIP ECN F000041		t: _____	
Appropriation Data		DISPOSAL CASE NMNR		*****	
Reimbursement Code		ORG COST ACCT CODE oca_) 544 - 4788	
Reporting NASA Ins		PROG COST ACCT CODE pca_) 544 - 1151	
Contact Person: JO		PREVIOUS ORG COST ACCT CODE		_____	
Address: MARSHALL		PREVIOUS PROG COST ACCT CODE		SA Region: 04	
MAIL CODE				GA	
City: MSFC*****					
This Property is s		PRESS ENTER TO CONTINUE			
GENERAL SERVICES		OR 'C' TO CANCEL _			
Navigation: Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF PREV CNCL CLEAR EXIT					

INPUT DATA

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

4.8.1.2 Non-Controlled Add With GSA Reporting

This process allows the user to enter Non-Controlled Add With GSA Reporting data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available.

Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM NON-CONTROLLED PROPERTY ADD A CA		03/01/01 09:50:28 MSXXX	
Local Ref No: _____		Cust Acct No: 33001		Turn-In Doc No: _____	
Initiators Name: _____		Initiators Org Code: _____		NSN: ****	
Initiators Phone: () -		*****			
Item Name: _____		*****			
Mfg's Code: _____		Mfg's Name: _____		Mfg Year: _____	
Model No: _____		Part No: _____		MMA Code: _____	
Serial No: _____		CC: **		Cap Sens Code: X	
CURR QTY: ****		UNIT OF MEASURE: **		UNIT ACQ COST: *****	
Stock Status Code: 5		Contr Prop: -		Tag No: _____	
Reimbursement Code: -		Grantee Prop: -		Contr/Grant No: _____	
Exc/Sale: - Unclaimed Prop: -		Date Found: -		Fair Mkt: _____	
Mat Inv: - SHELF LIFE TYPE: 0		EXP DATE: -		EXT DATE: _____	
Haz Mat Code: - Haz Mat Ind: -		Precious Metals Code: A		Print Pickup Doc: Y	
Item Desc: _____		More: RETAIN (Y/N): N			
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP LOPF PREV CNCL CLEAR EXIT					

INPUT DATA

- Local Ref No
- Turn-In Doc No input format = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name

- Mfg's Code input values = blank, valid code, **ZZZZZ** or if using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code input values = **N, X, Q, M** or **P**
- Qty
- Unit of Measure
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt

- Mat Inv input value = **Y** or **blank**
- Shelf Life Type
- Exp Date
- Ext Date
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**
- Retain input value = **Y** or **N**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a **Y** is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a **Y** is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION	
PROP	ITEM 1		1
DESC			2
			3
			4
			5
			6
TECH			
HEADERS			
TECH			1
DESC			2
			3
			4
			5
			6
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF CNCL PGUP PGDN INSRT			

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).
- Appropriate data fields are populated and displayed by the system.
- If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's Name.
- IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM NON-CONTROLLED PROPERTY ADD A CA		03/01/01 09: 59: 41 MSXXX
Local Ref No: _____		Cust Acct No: 33001		
Initiators Name: _____		Turn-In Doc No: _____		
Initiators Phone: (_____) _____ - _____		Initiators Org Code: _____		
Item Name: TEST*****		NSN: 7021 _____		
Mfg's Code: _____	Mfg's Name: _____	Mfg Year: _____		
Model Serial CURR	Please Enter Appropriation Data:			ode: X *****
Stock Reimbu Exc/Sa Mat In	Enter 'C' to Cancel: _			_____ _____ _____
Haz Mat Code: _ Haz Mat Ind: _		Precious Metals Code: A Print Pickup Doc: Y		
Item Desc: ITEM 1		More: RETAIN (Y/N): N		
Navigation:				
Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		ADD SCREEN 2		10:16:12
		A CA		MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER*****				
Contact Person: XXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX		
Address: BLDG XXXX*****		Bldg: XXXX***** Room: _____		
Property Location	City: HUNTSVILLE*****	Fax: (XXX) XXX - XXXX		
	Country: _____	State: AL Zip: XXXXX _____		
Report To: GSA Region: 04 or DRMO DODAAC: _____		Print Doc (Y/N): N		
Warehouse Loc:	Foreign Prop: _____	Warehoused Date: _____	CC: A1	
DML Code: _____	Reclam Code: _____	Artifact: _____		
	DAYS	Begin Dates	End Dates	
	21_	Installation Screening: 03 01 2001	03 22 2001	
Screening	21_	NASA-Wide Screening: 03 01 2001	03 22 2001	
Timeframes	0_	Other Federal Screening: 03 23 2001	03 23 2001	
	21_	Donation Screening: 03 24 2001	04 14 2001	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)				
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____				
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
 - GSA Region reporting GSA Region
 - DRMO DODAAC input value = **blank**

- Screening Timeframes
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **N**
- ECN next case to be added, if any
- Cust Acct No next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
ND4110MB / ND4110PA      ADD SCREEN 2
                          A CA
03/01/01
10: 16: 12
MSXXX

Install Name: MARSHALL SPACE FLIGHT CENTER*****
Contact Person: XXXXXXXXXXXXXXXX*****
Address: BLDG XXXX*****
Property Location City: HUNTSVILLE*****
*****
ND4110MK

If the property is located in the following areas:

Maryland - Prince Georges and Montgomery Counties only
Virginia - Prince William, Loudon, Fairfax, and
Arlington Counties, and City of Alexandria

The GSA Region should be 'W'.      GSA Region: **

Enter 'C' To Cancel: _
*****

Navigation:
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
      HELP  LOPF  PREV          CNCL          CLEAR          EXIT

```

INPUT DATA

- GSA Region
- Enter 'C' to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. NPDMS then displays the GSA REPORTING DATA screen (ND4110MC). If you enter **C** to Cancel, NPDMS displays the ADD SCREEN 2 (ND4110MB).

Appropriate data fields are populated and displayed by the system.

INPUT DATA

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data

passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

ND4110MC / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/25/99	
		GSA REPORTING DATA		14: 48: 18	
		A CA		MSXXX	
Local Ref No: Appropriation Data Reimbursement Code Reporting NASA Ins Contact Person: JO Address: MARSHALL MAIL CODE City: MSFC***** This Property is s GENERAL SERVICES		EQUIP ECN F000041 DISPOSAL CASE NMBR ORG COST ACCT CODE oca_ PROG COST ACCT CODE pca_ PREVIOUS ORG COST ACCT CODE PREVIOUS PROG COST ACCT CODE PRESS ENTER TO CONTINUE OR 'C' TO CANCEL _		t: _____ *****) 544 - 4788) 544 - 1151 _____ SA Region: 04 GA	
Navigation: Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF PREV CNCL CLEAR EXIT					

INPUT DATA

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.3 Controlled Component System Item Add with GSA Reporting

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add with GSA reporting function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the property is Automated Data Processing Equipment (ADPE) Reportable, it must be added as the first component system item record.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM CONTROLLED ITEM ADD		03/01/01 10:48:18 MSXXX
		A I		
Prop Case No: 804101 5335C242		ITEM ID: 03		Cust Acct No: 33001
Local Ref No: _____		Turn-In Doc No: _____		
Initiators Name: _____		Initiators Org Code: _____		
Initiators Phone: () _____		NSN: ****		
Item Name: *****				
Mfg's Code: _____		Mfg's Name: _____		Mfg Year: _____
Model No: _____		Part No: _____		
Serial No: _____		MMA Code: _____		CC: ** Cap Sens Code: X
QTY: *****		UNIT OF MEASURE: **		ACQ COST: *****
Stock Status Code: 5		Contr Prop: _		Tag No: _____
Reimbursement Code: _		Grantee Prop: _		Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _		Date Found: _ _		Fair Mkt: _____
Mat Inv: _ SHELF LIFE TYPE: 0		EXP DATE: _ _		EXT DATE: _____
Haz Mat Code: _ Haz Mat Ind: _		Precious Metals Code: A		Print Pickup Doc: Y
Item Desc: _____		RETAIN (Y/N): N		More: _____
Navigation: _____				
Enter-PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name

- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code

- CC
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for
 - Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**
- Retain input value = **Y** or **N**

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- If a 'Y' is entered in the More field, the NPDMS displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.
- If a 'Y' is entered in the retain field, certain data elements on the screen are saved and are displayed for the processing of the next case

The first line of the description contains the line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION	
PROP	ITEM 1		1
DESC			2
			3
			4
			5
			6
TECH			
HEADERS			
TECH			1
DESC			2
			3
			4
			5
			6
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF CNCL PGUP PGDN INSRT			

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
COMPONENT SYSTEM CONTROLLED ITEM ADD
A I
03/01/01
10:54:11
MSXXX

ND4110MA / ND4110PA

Prop Case No: 804101 5335C242      ITEM ID: 03 Cust Acct No: 33001
Local Ref No: _____      Turn-In Doc No: _____
Initiators Name: _____      Initiators Org Code: _____
Initiators Phone: ( _____ ) _____      NSN: 7021 _____
Item Name: TEST*****
Mfg's Code: _____      Mfg's Name: _____      Mfg Year: _____
Model _____
Serial _____

Please Enter Appropriation Data:
ND4110MI

Stock _____
Reimbu _____
Exc/Sa _____
Mat In _____

Enter 'C' to Cancel: _

Haz Mat Code: _ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: TEST_____      More: _____
                                RETAIN (Y/N): N

Navigation:
Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- --
      HELP  LOPF  PREV          CNCL          CLEAR          EXIT

```

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2 A I		03/01/01 11:47:06 MSXXX
Prop Case No: 804101 5335C242		ITEM ID: 03		
Install Name: MARSHALL SPACE FLIGHT CENTER*****				
Contact Person: XXXXXXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX		
Address: BLDG XXXX1*****		Bldg: XXXX***** Room: _____		
Property Location	City: HUNTSVILLE*****	State: AL Zip: XXXXX _____		
	Country: _____			
Report To: GSA Region: 04 or DRMO DODAAC: _____		Print Doc (Y/N): N		
Warehouse Loc:	Warehoused Date: _____			
DML Code: _	Foreign Prop: _	Reclam Code: _	CC: A1	Artifact: _
	DAYS	Begin Dates	End Dates	
	21_	Installation Screening: 03 01 2001	03 22 2001	
Screening	21_	NASA-Wide Screening: 03 01 2001	03 22 2001	
Timeframes	0_	Other Federal Screening: 03 23 2001	03 23 2001	
	21_	Donation Screening: 03 24 2001	04 14 2001	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)				
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____				
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
 - GSA Region input value = reporting GSA Region
 - DRMO DODAAC input value = **blank**

- 257

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **Y or N**

NOTE: If you want to add more component items, enter Y

- ECN next case to be added, if any
- Cust Acct No next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):


```

                                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                COMPONENT SYSTEM ITEM ADD SCREEN 2
                                03/01/01
                                10: 16: 12
                                MSXXX

ND4110MB / ND4110PA

Prop Case No:                Item Id:
  Install Name: MARSHALL SPACE FLIGHT CENTER*****
  Contact Person: XXXXXXXXXXXX*****
  Address: BLDG XXXX*****
  Phone: ( XXX ) XXX - XXXX
  Bldg: XXXX***** Room:
  State: ( XXX ) XXX - XXXX
  City: HUNTSVILLE*****
  State: AL Zip: 35812
*****
                                ND4110MK

If the property is located in the following areas:

Maryland - Prince Georges and Montgomery Counties only
Virginia - Prince William, Loudon, Fairfax, and
            Arlington Counties, and City of Alexandria

The GSA Region should be 'W'.          GSA Region: **

                                Enter 'C' To Cancel: _
*****
Navigation:
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
      HELP  LOPF  PREV          CNCL                      CLEAR                      EXIT

```

INPUT DATA

- GSA Region
- Enter 'C' to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press <Enter>. Depending on the previous data entries, NPDMS displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you enter **C** to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
GSA REPORTING DATA		11: 51: 52
A I		MSXXX
ND4110MC / ND4110PA		
Prop Case No: 804101 5335C242		
Local Ref No:		Turn-In Doc No:
Appropriation Data: XXX		
Reimbursement Code: 1		Exc/Sale: _ Unclaimed Prop: Fair Mkt: _
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER*****		
Contact Person: XXXXXXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX
Address: MARSHALL SPACE FLIGHT CENTER**		Fax: (XXX) XXX - XXXX
MAIL CODE XXXX		
City: MSFC*****	State: AL	Zip: 35812 _
This Property is scheduled to be reported on 11 11 1995 to GSA Region: 04		
GENERAL SERVICES ADMINISTRATION		ATLANTA GA
Navigation:		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF		

INPUT DATA

- Appropriation Data
- Reimbursement Code

- | | |
|--|------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM | 03/25/99 |
| GSA REPORTING DATA | 14: 48: 18 |
| A CA | MSXXX |

ND4110MC / ND4110PA	
---------------------	--

Local Ref No:	
Appropriation Data	
Reimbursement Code	
Reporting NASA Ins	
Contact Person: J0	
Address: MARSHALL	
MAIL CODE	
City: MSFC****	

This Property is s	
GENERAL SERVICES	

EQUIP ECN F000041	
DISPOSAL CASE NMNR	
ORG COST ACCT CODE oca_	
PROG COST ACCT CODE pca_	
PREVIOUS ORG COST ACCT CODE	
PREVIOUS PROG COST ACCT CODE	
PRESS ENTER TO CONTINUE	
OR 'C' TO CANCEL _	

Navigation:	
Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24- --	
HELP LOPF PREV CNCL CLEAR EXIT	

- Org Cost Acct Code

- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'

- After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system

ND4110ME / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM PROPERTY CASE ADD A I		03/01/01 11:56:11 MSXXX
Prop Case No: 804101 5335C242				
Haz Mat Ind:		Precious Metals Ind:		Total Number of Components: 3
DML Code:		Artifact:		Total Acq Cost: 3258.00
Component System Information -				
Component System Name: COMPUTER SYSTEM***** FSC Code: 7021 CC: 5				
	Days		Begin Dates	End Dates
Screening	21_	Installation Screening:	10 20 1995	11 10 1995
Timeframes	21_	NASA-Wide Screening:	10 20 1995	11 10 1995
	0_	Other Federal Screening:	11 11 1995	11 11 1995
	21_	Donation Screening:	11 12 1995	12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)				
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CLEAR				

INPUT DATA

- Component System Name
- FSC Code
input value = component system level
FSC
- CC
input value = component system
level CC
- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates
input format = **MM/DD/YYYY**
 - End Dates
input format = **MM/DD/YYYY**

- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.4 Non-Controlled Component System Item Add with GSA Reporting

This process allows the user to enter Non-Controlled Component System Item Add With GSA Reporting data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM NON-CONTROLLED ITEM ADD A CA		03/01/01 12:07:41 MSXXX	
Local Ref No: _____		Cust Acct No: 33001		Turn-In Doc No: _____	
Initiators Name: _____		Initiators Org Code: _____		NSN: **** _____	
Initiators Phone: (_____) _____ - _____		Item Name: *****			
Mfg's Code: _____		Mfg's Name: _____		Mfg Year: _____	
Model No: _____		Part No: _____		MMA Code: _____	
Serial No: _____		CC: **		Cap Sens Code: X	
CURR QTY: *****		UNIT OF MEASURE: **		UNIT ACQ COST: *****	
Stock Status Code: 5		Contr Prop: _		Tag No: _____	
Reimbursement Code: _____		Grantee Prop: _		Contr/Grant No: _____	
Exc/Sale: _ Unclaimed Prop: _		Date Found: _ _ _		Fair Mkt: _____	
Mat Inv: _ SHELF LIFE TYPE: 0		EXP DATE: _____		EXT DATE: _____	
Haz Mat Code: _ Haz Mat Ind: _		Precious Metals Code: A		Print Pickup Doc: Y	
Item Desc: _____		More: _		RETAIN (Y/N): N	
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP LOPF PREV CNCL CLEAR EXIT					

INPUT DATA

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No

- Serial No
- MMA Code
- CC
- Cap Sens Code input values = **N, X, Q, M** or **P**
- Qty
- Unit of Measure
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Mat Inv input value = **Y** or **blank**
- Shelf Life Type
- Exp Date
- Ext Date
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code

- The first line of the description contains the line of data from the previous screen and allows for modification.

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
COMPONENT SYSTEM NON-CONTROLLED ITEM ADD
A CA
03/01/01
12: 21: 52
MSXXX

ND4110MA / ND4110PA

Local Ref No: _____ Cust Acct No: 33001
Initiators Name: _____ Turn-In Doc No: _____
Initiators Phone: ( _____ ) _____ - _____ Initiators Org Code: _____
Item Name: DISPLAY***** NSN: 7025*****
Mfg's Code: _____ Mfg's Name: _____ Mfg Year: _____
Model _____
Serial _____
CURR ND4110MI Please Enter Appropriation Data: _____
Stock _____
Reimbu _____
Exc/Sa _____
Mat In _____
Haz Mat Code: ____ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y
Item Desc: DISPLAY More:
RETAIN (Y/N): N

Navigation:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
HELP LOPF PREV CNCL CLEAR EXIT

```

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB), pop-up window for Y2K status, or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

If FSG code equals 65 (medical) or 70 (ADP), NPDMS then prompts for Y2K status and Certifier's new pop-up name.

If Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2 A CA		03/01/01 12: 23: 35 MSXXX	
Install Name: MARSHALL SPACE FLIGHT CENTER*****					
Contact Person: XXXXXXXXXXXXXXX*		Phone: (XXX) XXX - XXXX		Bldg: XXXX***** Room: _____	
Address: BLDG XXXX*****		Fax: (XXX) XXX - XXXX		State: AL Zip: XXXXX _____	
Property Location	City: HUNTSVILLE*****	Country: _____			
Report To: GSA Region: 04	or DRMD DODAAC: _____	Print Doc (Y/N): N			
Warehouse Loc: _____	Warehoused Date: _____	CC: A1			
DML Code: _____	Foreign Prop: _____	Reclam Code: _____	Artifact: _____		
Screening	DAYS	Installation Screening:	03 01 2001	03 22 2001	
Timeframes	21_	NASA-Wide Screening:	03 01 2001	03 22 2001	
	0_	Other Federal Screening:	03 23 2001	03 23 2001	
	21_	Donation Screening:	03 24 2001	04 14 2001	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)					
ADDITIONAL COMPONENT ITEMS (Y/N): N		ECN: _____		CUST ACCT NO: _____	
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - - PF24- - -					
HELP		LOPF		PREV	
		CNCL		CLEAR	
				EXIT	

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to
 - GSA Region input value = reporting GSA Region
 - DRMO DODAAC input value = **blank**
- Print Doc input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop input value = **Y** or **blank**
- Reclaim Code input values = **Y**, **R**, or **N**
- CC
- Artifact input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes

- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **Y or N**

NOTE: If you want to add more component items, enter Y

- ECN next case to be added, if any
- Cust Acct No next case to be added, if any
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

If the GSA Region is changed on Add Screen 2 and the Property is located in Maryland or Virginia, NPDMS displays the following pop-up window (ND4110MK):

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2		03/01/01 10:16:12 MSXXX
Prop Case No:		Item Id:		
Install Name: MARSHALL SPACE FLIGHT CENTER*****				
Contact Person: XXXXXXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX		
Address: BLDG XXXX*****		Bldg: XXXX***** Room: _____		
Property		Fax: (XXX) XXX - XXXX		
Location City: HUNTSVILLE*****		State: AL Zip: XXXXX _____		

ND4110MK				
If the property is located in the following areas:				
Maryland - Prince Georges and Montgomery Counties only				
Virginia - Prince William, Loudon, Fairfax, and Arlington Counties, and City of Alexandria				
The GSA Region should be 'W'. GSA Region: **				
Enter 'C' To Cancel: _				

Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- GSA Region
- Enter 'C' to Cancel input value = **C** or **blank**

NOTE: The previously entered GSA Region is displayed on the screen. The user may change the GSA Region to **W** by typing over the displayed GSA Region value. If the user enters **C** to cancel, the GSA Region value remains the same.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the GSA REPORTING DATA (ND4110MC) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you enter **C** to Cancel on the pop-up window ND4110MK, NPDMS displays the ADD SCREEN 2 (ND4110MB).
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.
- If a **Y** is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

Appropriate data fields are populated and displayed by the system.

ND4110MC / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01	
		GSA REPORTING DATA		12: 26: 34	
		A CA		MSXXX	
Local Ref No:		Turn-In Doc No:			
Appropriation Data: TEST1					
Reimbursement Code: 1 Exc/Sale: _ Unclaimed Prop: Fair Mkt: _					
Reporting NASA Installation Name: MARSHALL SPACE FLIGHT CENTER*****					
Contact Person: XXXXXXXXXXXXXXXX*****				Phone: (XXX) XXX - XXXX	
Address: MARSHALL SPACE FLIGHT CENTER**				Fax: (XXX) XXX - XXXX	
MAIL CODE XXXX					
City: MSFC*****		State: AL		Zip: XXXXX _	
This Property is scheduled to be reported on 03 23 2001 to GSA Region: 04					
GENERAL SERVICES ADMINISTRATION		ATLANTA		GA	
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP		LOPF		PREV	
		CNCL		CLEAR	
				EXIT	

INPUT DATA

- Appropriation Data
- Reimbursement Code
- Exc/Sale input value = **Y** or **blank**
- Fair Mkt
- Reporting NASA Installation Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Fax
- Address (line 2)
- City
- State
- Zip
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks. When all edit checks have been passed, if IFM is turned on, then a pop-up window for IFM data is displayed.

ND4110MC / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM GSA REPORTING DATA A CA		03/25/99 14:48:18 MSWCH	
Local Ref No: Appropriation Data Reimbursement Code Reporting NASA Ins Contact Person: JO Address: MARSHALL MAIL CODE City: MSFC***** This Property is s GENERAL SERVICES		EQUIP ECN F000041 DISPOSAL CASE NMNR ORG COST ACCT CODE oca_ PROG COST ACCT CODE pca_ PREVIOUS ORG COST ACCT CODE PREVIOUS PROG COST ACCT CODE PRESS ENTER TO CONTINUE OR 'C' TO CANCEL _		t: _____ *****) 544 - 4788) 544 - 1151 _____ SA Region: 04 GA	
Navigation: Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF PREV CNCL CLEAR EXIT					

INPUT DATA

- Org Cost Acct Code
- Prog Cost Acct Code
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. See previous page blocked data. NPDMS displays the Transaction Menu (ND5000MA) Screen with the message 'Case Added.'
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.

NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

ND4110ME / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM PROPERTY CASE ADD A I		03/01/01 11:56:11 MSXXX
Prop Case No: 804101 5335C242				
Haz Mat Ind: DML Code:		Precious Metals Ind: Artifact:	Total Number of Components: Total Acq Cost:	3 3258.00
Component System Information - Component System Name: COMPUTER SYSTEM***** FSC Code: 7021 CC: 5				
	Days		Begin Dates	End Dates
Screening	21_	Installation Screening:	10 20 1995	11 10 1995
	21_	NASA-Wide Screening:	10 20 1995	11 10 1995
Timeframes	0_	Other Federal Screening:	11 11 1995	11 11 1995
	21_	Donation Screening:	11 12 1995	12 03 1995
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)				
Navigation: Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF PREV CLEAR				

INPUT DATA

- Component System Name
- FSC Code
input value = component system level FSC
- CC
input value = component system level CC
- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates
input format = **MM/DD/YYYY**
 - End Dates
input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates
input format = **MM/DD/YYYY**
 - End Dates
input format = **MM/DD/YYYY**
- Days
- Other Federal Screening

- Begin Dates input format = **MM/DD/YYYY**
- End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.5 Controlled Add With DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Controlled Add With DRMO Transfer function allows the user to add single case data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection, enter the ECN and optionally the Cust Acct No to access the CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press **<Enter>**. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01	
		CONTROLLED PROPERTY ADD		14:16:32	
		A CA		MSXXX	
Local Ref No: _____		Cust Acct No: 15020		ECN: G080119	
Initiators Name: _____		Turn-In Doc No: _____		Initiators Org Code: XXXX_	
Initiators Phone: () - _____		STD: ()		NSN: 5975	
Item Name: RACK, ELECTRICAL EQUIPMENT*****					
Mfg's Code: 23481		Mfg's Name: ZERO CORP		ZERO SOUTH DIV_____	
Model				Mfg Year: 1989	
Serial					
CURR	ND4110MI	Please Enter Appropriation Data:			
Stock					
Reimbu					
Exc/Sa		Enter 'C' to Cancel: _			
Haz Mat Code: _		Haz Mat Ind: _		Precious Metals Code: A	
Item Desc: _____		Print Pickup Doc: Y		More: _____	
Navigation: _____		RETAIN (Y/N): N			
Enter-PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP LOPF PREV		CNCL		CLEAR	
				EXIT	

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name

- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No
- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = valid code, **ZZZZZ** or
 If using Z or X see
 corresponding entry for Mfg's Name.
- Mfg's Name input values = name with matching
 Mfg's Code, **UNKNOWN** with **ZZZZZZ**
 Mfg's Code, or **MFG CODE NOT**
 ASSIGNED with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code

- CC
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays a pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION	
PROP	ITEM 1		1
DESC			2
			3
			4
			5
			6
TECH			
HEADERS			
TECH			1
DESC			2
			3
			4
			5
			6
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF CNCL PGUP PGDN INSRT			

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		CONTROLLED PROPERTY ADD		14: 24: 27
		A CA		MSXXX
Local Ref No: _____		Cust Acct No: 15020 ECN: G080119		
Initiators Name: _____		Turn-In Doc No: _____		
Initiators Phone: () - -		Initiators Org Code: XXXX		
Item Name: RACK, ELECTRICAL EQUIPMENT*****		STD: () NSN: 5975		
Mfg's Code: 23481 Mfg's Name: ZERO CORP ZERO SOUTH DIV		Mfg Year: XXXX		
Model				
Serial				
CURR	ND4110MI	Please Enter Appropriation Data:		ode: Q

Stock				
Reimbu				
Exc/Sa		Enter 'C' to Cancel: _		
Haz Mat Code: _ Haz Mat Ind: _ Precious Metals Code: A Print Pickup Doc: Y				
Item Desc: _____		More: _		
		RETAIN (Y/N): N		
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV	CNCL	CLEAR	EXIT	

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		ADD SCREEN 2		14:26:24
		A CA		MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER*****				
Contact Person: XXXXXXXXXXXXXXX*		Phone: (XXX) XXX - XXXX		
Address: BLDG XXXX*****		Bldg: XXXX***** Room: XXXXX		
		Fax: (XXX) XXX - XXXX		
Property Location	City: HUNTSVILLE*****	State: AL Zip: XXXXX		
	Country: _____			
Report To:	GSA Region: 04 or DRMO DODAAC: _____	Print Doc (Y/N): N		
Warehouse Loc:	Warehoused Date: _____			
DML Code: _	Foreign Prop: _	Reclam Code: _	CC: A1	Artifact: _
	DAYS	Begin Dates	End Dates	
	21_	Installation Screening: 03 01 2001	03 22 2001	
Screening	21_	NASA-Wide Screening: 03 01 2001	03 22 2001	
Timeframes	21_	Other Federal Screening: 03 23 2001	04 13 2001	
	21_	Donation Screening: 04 14 2001	05 05 2001	
Method = Install: C NASA-Wide: C (C=NPDM Catalog, F=Fax, L=Local, N=NEMS Only)				
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____				
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV				

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
 - GSA Region input value = **blank**
 - DRMO DODAAC transferring DRMO DODAAC

- 284

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **N**
- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

NPDMS displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM DRMO DATA		03/01/01 14:32:18 MSXXX
Local Ref No:		Turn-In Doc No:		
Appropriation Data:				
Reimbursement Code:	Exc/Sale:	Unclaimed Prop:	Fair Mkt:	
This property is scheduled to be reported on _____ to DoDAAC:				
Ship from Fedstrip ACC:		Supplementary Address:		
Document Identifier Code: TID		ADPE Identification: _		Physical Security: *
Disposal Authority Code: *		Mark For: _		
Additional Data Code: _____		Shipping: _ DRMO Receiving: _		
Navigation: _____				
Enter- PF1--- PF2--- PF3--- PF4--- PF5--- PF6--- PF7--- PF8--- PF9--- PF10-- PF11-- PF12---				
HELP LOPF				

INPUT DATA

- ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank
- Physical Security input values = A - Z, 1 - 9
- Disposal Authority Code input values = N, M or R
- Mark For input value = HM or HW
- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. A X90 or I90 (if an inventory discrepancy is found) Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message 'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)' and returns to the Transaction Menu (ND5000MA).

4.8.1.6 Non-Controlled Add with DRMO Transfer

This process allows the user to enter single case Non-Controlled Add With DRMO Transfer data. Refer to Section 5.2.1 NSMS Add for information on this process, which is a batch function that provides the same results as this function.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the TRANSACTION MENU (ND5000MA), type 1 at Enter Selection to access the NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		NON-CONTROLLED PROPERTY ADD		14:37:03
		A CA		MSXXX
Local Ref No: _____		Cust Acct No: 16230 ECN: G080140		
Initiators Name: _____		Turn-In Doc No: _____		
Initiators Phone: () - - - - -		Initiators Org Code: XXXX_		
Item Name: WHEELCHAIR, MOTORIZED CART*****		STD: () NSN: 6530		
Mfg's Code: 21123 Mfg's Name: EVEREST AND JENNINGS INC		Mfg Year: 1988		
Model No: MOBILE-L-B		Part No: _____		
Serial No: 2869171		MMA Code: _____		
CURR QTY: 1****		UNIT OF MEASURE: EA		
		CC: ** Cap Sens Code: Q		
		UNIT ACQ COST: 1157.00*****		
Stock Status Code: 5		Contr Prop: _		Tag No: _____
Reimbursement Code: _		Grantee Prop: _		Contr/Grant No: _____
Exc/Sale: _ Unclaimed Prop: _		Date Found: _ _		Fair Mkt: _____
Haz Mat Code: _		Haz Mat Ind: _		Precious Metals Code: A
Item Desc: _____		Print Pickup Doc: Y		More: _____
		RETAIN (Y/N): N		
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone

- NSN
- Item Name
- Mfg's Code input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Cap Sens Code input values = **N, X, Q, M** or **P**
- Qty
- Unit of Measure
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**

- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Mat Inv input value = **Y** or **blank**
- Shelf Life Type
- Exp Date
- Ext Date
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**
- Retain input value = **Y** or **N** (Default = N)
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION	
PROP DESC	ITEM 1		1
			2
			3
			4
			5
			6
TECH HEADERS			
TECH DESC			1
			2
			3
			4
			5
			6
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF CNCL PGUP PGDN INSRT			

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		NON-CONTROLLED PROPERTY ADD		14:45:56
		A CA		MSXXX
Local Ref No: _____		Cust Acct No: 16230 ECN: G080140		
Initiators Name: _____		Turn-In Doc No: _____		
Initiators Phone: () - -		Initiators Org Code: XXXX		
Item Name: WHEELCHAIR, MOTORIZED CART*****		STD: () NSN: 6530		
Mfg's Code: 21123 Mfg's Name: EVEREST AND JENNINGS INC		Mfg Year: 1988		
Model				
Serial				
CURR	ND4110MI	Please Enter Appropriation Data:		ode: Q

Stock				
Reimbu				
Exc/Sa				
		Enter 'C' to Cancel: _		
Haz Mat Code: _ Haz Mat Ind: _		Precious Metals Code: A		Print Pickup Doc: Y
Item Desc: _____				More: _
				RETAIN (Y/N): N
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- Additional Item Description.
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		ADD SCREEN 2		14:49:46
		A CA		MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER*****				
Contact Person: XXXXXXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX		
Address: BLDG XXXX*****		Bldg: XXXX***** Room: XXXXX		
City: HUNTSVILLE*****		Fax: (XXX) XXX - XXXX		
Country: _____		State: AL Zip: XXXXX		
Report To: GSA Region: 04 or DRMD DODAAC: _____		Print Doc (Y/N): N		
Warehouse Loc: _____		Warehoused Date: _____		
DML Code: _		Foreign Prop: _		Reclam Code: _
DAYS		CC: A1		Artifact: _
Screening		Begin Dates		End Dates
21_ Installation Screening:		03 01 2001		03 22 2001
21_ NASA-Wide Screening:		03 01 2001		03 22 2001
21_ Other Federal Screening:		03 23 2001		04 13 2001
21_ Donation Screening:		04 14 2001		05 05 2001
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)				
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____				
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- | | | |
|---|------------------|--|
| • | Install Name | input value = your center name |
| • | Contact Person | |
| • | Phone | |
| • | Address (line 1) | |
| • | Bldg | |
| • | Room | |
| • | Address (line 2) | |
| • | Fax | |
| • | City | |
| • | State | |
| • | Zip | |
| • | Country | |
| • | Report to: | |
| — | GSA Region | input value = blank |
| — | DRMO DODAAC | input value = transferring DRMO DODAAC |
| • | Print Doc | input value = Y or N |
| • | Warehouse Loc | |
| • | Warehoused Date | input format = MM/DD/YYYY |
| • | DML Code | |
| • | Foreign Prop | input value = Y or blank |
| • | Reclaim Code | input values = Y , R , or N |
| • | CC | |
| • | Artifact | input value = Y or blank |

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **Y or N**
- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any

- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM DRMO DATA		03/01/01 14:32:18 MSXXX
Local Ref No:		Turn-In Doc No:		
Appropriation Data:				
Reimbursement Code:	Exc/Sale:	Unclaimed Prop:	Fair Mkt:	
This property is scheduled to be reported on _____ to DoDAAC:				
Ship from Fedstrip ACC:		Supplementary Address:		
Document Identifier Code: TID		ADPE Identification: _		Physical Security: *
Disposal Authority Code: *		Mark For: _		
Additional Data Code: Shipping: _		DRMO Receiving: _		
Navigation: _____				
Enter- PF1--- PF2--- PF3--- PF4--- PF5--- PF6--- PF7--- PF8--- PF9--- PF10--- PF11--- PF12---				
HELP LOPF				

INPUT DATA

- ADPE Identification input values = **1, 2, 3, 4, 5, 6, 7, 8, 9, 0**, or **blank**
- Physical Security input values = **A - Z, 1 - 9**
- Disposal Authority Code input values = **N, M**, or **R**
- Mark For input value = **HM** or **HW**

- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. An unique Property Case Number is generated. An E01 Add Transaction is generated. If warehouse location data (Warehouse Loc and Warehoused Date) are entered, a T02 Receipt Transaction is generated.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.7 Controlled Component System Item Add with DRMO Transfer

With the valid entry of an ECN, this process extracts data from NEMS. The Component System Item Controlled Add With DRMO Transfer function allows the user to add item data and modify extracted NEMS data.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection, enter the ECN and optionally the Cust Acct No to access the COMPONENT SYSTEM CONTROLLED PROPERTY ADD screen (ND4110MA).
- Press <Enter>. NPDMS then verifies that the entered ECN does not already have an active Case in NPDMS, that the entered ECN does exist in NEMS, extracts all of the common data from the NEMS File. If the Cust Acct No is entered, the system verifies that there is a match on the ECN and Cust Acct No. The CONTROLLED PROPERTY ADD screen (ND4110MA) displays the extracted NEMS and Center default data, and places the cursor at the first input field.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		COMPONENT SYSTEM CONTROLLED ITEM ADD		15:09:16
		A CA		MSXXX
Prop Case No:	Item ID	Cust Acct No: 33001 ECN:		
Local Ref No:		Turn-In Doc No:		
Initiators Name:		Initiators Org Code:		
Initiators Phone: () -		NSN: ****		
Item Name:	*****			
Mfg's Code:	Mfg's Name:	Mfg Year:		
Model No:	Part No:			
Serial No:	MMA Code:	CC: **	Cap Sens Code: X	
CURR QTY: ****	UNIT OF MEASURE: **	UNIT ACQ COST: *****		
Stock Status Code: 5	Contr Prop: -	Tag No:		
Reimbursement Code: -	Grantee Prop: -	Contr/Grant No:		
Exc/Sale: - Unclaimed Prop: -	Date Found: -	Fair Mkt: -		
Mat Inv: - SHELF LIFE TYPE: 0	EXP DATE: -	EXT DATE: -		
Haz Mat Code: - Haz Mat Ind: -	Precious Metals Code: A	Print Pickup Doc: Y		
Item Desc: -		More: RETAIN (Y/N): N		
Navigation:				
Enter- PF13--	PF14--	PF15--	PF16--	PF17--
HELP	LOPF	PREV	CNCL	
			PF20--	PF21--
			CLEAR	
				PF22--
				PF23--
				PF24--
				EXIT

EXTRACTED FROM NEMS

- ECN
- Initiators Org Code
- Std
- NSN
- Item Name
- Mfg's Code
- Mfg's Name
- Mfg Year
- Model No
- Part No

- Serial No
- Cap Sens Code
- Unit Acq Cost
- Tag No

INPUT DATA

- Local Ref No
- Turn-in Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = name with matching Mfg's Code, **UNKNOWN** with **ZZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No
- MMA Code
- CC
- Unit Acq Cost
- Stock Status Code input values = **1** for Store Stock, **2** for Program Stock, **3** for Stand-By-Stock, **4** for Capitalized Equipment, **5** for all other property
- Contr Prop input value = **Y** or **blank**

- Tag No
- Reimbursement Code
- Grantee Prop input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale input value = **Y** or **blank**
- Unclaimed Prop input value = **Y** or **blank**
- Date Found input format = **MM/DD/YYYY**
- Fair Mkt
- Haz Mat Code
- Haz Mat Ind
- Precious Metals Code
- Print Pickup Doc input value = **Y** or **N**
- Item Desc
- More input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, NPDMS displays pop-up window (ND4110MN) allowing the user to enter additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION	
PROP	ITEM 1		1
DESC			2
			3
			4
			5
			6
TECH			
HEADERS			
TECH			1
DESC			2
			3
			4
			5
			6
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF CNCL PGUP PGDN INSRT			

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM CONTROLLED ITEM ADD A CA		03/01/01 12:20:05 MSXXX	
Local Ref No: _____		Cust Acct No: 33001		Turn-In Doc No: _____	
Initiators Name: _____		Initiators Org Code: _____		NSN: 7021 _____	
Item Name: TEST 1*****					
Mfg's Code: _____		Mfg's Name: _____		Mfg Year: _____	
Model	Serial	ode: X			
CURR	ND4110MI	*****			
Please Enter Appropriation Data:					

Enter 'C' to Cancel: _					
Stock	_____				_____
Reimbu	_____				_____
Exc/Sa	_____				_____
Mat In	_____				_____
Haz Mat Code: _		Haz Mat Ind: _		Precious Metals Code: A	
Item Desc: TEST		Print Pickup Doc: Y		More: _	
		RETAIN (Y/N): N			
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP		LOPF		PREV	
		CNCL		CLEAR	
				EXIT	

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		ADD SCREEN 2		12:26:45
		A CA		MSXXX
Install Name: MARSHALL SPACE FLIGHT CENTER*****				
Contact Person: XXXXXXXXXXXXXXX*		Phone: (XXX) XXX - XXXX		
Address: BLDG XXXX*****		Bldg: 8025***** Room: _____		
Property Location		Fax: (XXX) XXX - XXXX		
City: HUNTSVILLE*****		State: AL Zip: XXXXX _____		
Country: _____				
Report To: GSA Region: 04 or DRMO DODAAC: _____		Print Doc (Y/N): N		
Warehouse Loc: _____		Warehoused Date: _____		
DML Code: _____		Foreign Prop: _____ Reclam Code: _____ CC: A1 Artifact: _____		
Screening		Begin Dates		
Timeframes		End Dates		
21_ Installation Screening:		03 01 2001 03 22 2001		
21_ NASA-Wide Screening:		03 01 2001 03 22 2001		
0_ Other Federal Screening:		03 23 2001 03 23 2001		
21_ Donation Screening:		03 24 2001 04 14 2001		
Method = Install: C NASA-Wide: C (C=NPDM Catalog, F=Fax, L=Local, N=NEMS Only)				
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____				
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL CLEAR EXIT				

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
 - GSA Region input value = **blank**
 - DRMO DODAAC input value = transferring DRMO DODAAC

- 302

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **Y or N**

NOTE: If you want to add more component items, enter Y

- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following transactions: E01 Add Transaction, X90 or I90 (if an inventory discrepancy is found) Transaction to

identify NEMS Equipment data, and T02 Receipt Transaction if warehouse data is entered.

If a Y is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM DRMO DATA		03/01/01 14:32:18 MSXXX	
Local Ref No:		Turn-In Doc No:			
Appropriation Data:					
Reimbursement Code:	Exc/Sale:	Unclaimed Prop:	Fair Mkt:		
This property is scheduled to be reported on				to DoDAAC:	
Ship from Fedstrip ACC:			Supplementary Address:		
Document Identifier Code: TID		ADPE Identification: _		Physical Security: *	
Disposal Authority Code: *		Mark For: _			
Additional Data Code:		Shipping: _		DRMO Receiving: _	
Navigation: _____					
Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
HELP LOPF					

INPUT DATA

- ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank
- Physical Security input values = A - Z, 1 - 9
- Disposal Authority Code input values = N, M or R
- Mark For input value = HM or HW
- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

ND4110ME / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM PROPERTY CASE ADD A I		03/01/01 11:56:11 MSXXX
Prop Case No: 804101 5335C242				
Haz Mat Ind: DML Code:		Precious Metals Ind: Artifact:		Total Number of Components: 3 Total Acq Cost: 3258.00
Component System Information - Component System Name: COMPUTER SYSTEM***** FSC Code: 7021 CC: 5				
Days		Begin Dates		End Dates
21_		Installation Screening:		10 20 1995
21_		NASA-Wide Screening:		11 10 1995
0_		Other Federal Screening:		10 20 1995
21_		Donation Screening:		11 11 1995
Method = Install: C		NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)		11 12 1995
Navigation: Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24-- HELP LOPF PREV CLEAR				

INPUT DATA

- Component System Name
- FSC Code input value = component system level

FSC

- CC input value = component system level CC
- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total

screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.8 Non-Controlled Component System Item Add with DRMO Transfer

This process allows the user to enter Component System Item Non-Controlled Add With DRMO Transfer data.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD screen (ND4110MA).

Appropriate data fields are populated and displayed by the system.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
		COMPONENT SYSTEM NON-CONTROLLED ITEM ADD		15:09:16
		A CA		MSXXX
Prop Case No:	Item ID	Cust Acct No: 33001 ECN:		
Local Ref No:	Turn-In Doc No:			
Initiators Name:	Initiators Org Code:			
Initiators Phone: () -	NSN: ***			
Item Name: *****				
Mfg's Code:	Mfg's Name:	Mfg Year:		
Model No:	Part No:			
Serial No:	MMA Code:	CC: **	Cap Sens Code: X	
CURR QTY: *****	UNIT OF MEASURE: **	UNIT ACQ COST: *****		
Stock Status Code: 5				
Reimbursement Code:		Contr Prop: _	Tag No: _____	
Exc/Sale: _ Unclaimed Prop: _		Grant Prop: _	Contr/Grant No: _____	
Mat Inv: _ SHELF LIFE TYPE: 0		Date Found: _ _ _	Fair Mkt: _____	
Haz Mat Code: _ Haz Mat Ind: _		EXP DATE: _ _ _	EXT DATE: _ _ _	
Precious Metals Code: A		Print Pickup Doc: Y		
Item Desc: _____		More: _		
		RETAIN (Y/N): N		
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV	CNCL	CLEAR	EXIT	

INPUT DATA

- Local Ref No
- Turn-In Doc No input value = your document number
- Initiators Name
- Initiators Org Code
- Initiators Phone
- NSN
- Item Name
- Mfg's Code input values = blank, valid code, **ZZZZZ** or **XXXXX**. If using Z or X see corresponding entry for Mfg's Name.
- Mfg's Name input values = blank, name with matching Mfg's Code, **UNKNOWN** with **ZZZZZ** Mfg's Code, or **MFG CODE NOT ASSIGNED** with **XXXXX** Mfg's Code
- Mfg Year
- Model No
- Part No
- Serial No

- input value = Y or N

- More input value = **Y** or **blank**
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

If a 'Y' is entered in the More field, the system displays a pop-up window (ND4110MN) allowing the user to enter Additional Item Description Data.

If a 'Y' is entered in the Retain field, certain data elements on the screen are saved and are displayed for the processing of the next case.

The first line of the description contains the last line of data from the previous screen and allows for modification.

ND4110MN		ITEM DESCRIPTION	
PROP	ITEM 1		1
DESC			2
			3
			4
			5
			6
TECH			
HEADERS			
TECH			1
DESC			2
			3
			4
			5
			6
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF CNCL PGUP PGDN INSRT			

INPUT DATA

- Prop Desc
- Tech Headers
- Tech Desc

NOTE: The user may view or enter additional data in the Prop Desc and Tech Desc fields by placing the cursor anywhere in the Prop Desc and Tech Desc fields and pressing **PF20** page down. The system displays the last line of the previous lines shown and 5 new lines of data. The user can scroll to previous screens by pressing **PF19** page up.

- Press **<Enter>**. NPDMS displays the ADD SCREEN 2 (ND4110MB) or pop-up window for Appropriation Data (ND4110MI) depending on the Reimbursement Code value. If you press **PF17** to Cancel, NPDMS displays the NON-CONTROLLED PROPERTY ADD (ND4110MA).

IF Reimbursement Code equals 1 or 4, NPDMS then prompts for Appropriation Data (ND4110MI).

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM NON-CONTROLLED ITEM ADD		03/01/01 14:11:00 MSXXX
Prop Case No:	Item No:	Cust Acct No: 16230		ECN: G080140
Local Ref No:	Turn-In Doc No:			
Initiators Name:	Initiators Org Code: XXXX			
Initiators Phone: () -	STD: ()	NSN: XXXX		
Item Name: WHEELCHAIR, MOTORIZED CART*****				
Mfg's Code: XXXXX	Mfg's Name: EVEREST AND JENNINGS INC		Mfg Year: XXXX	
Model				
Serial				
CURR	ND4110MI	Please Enter Appropriation Data:		ode: Q *****
Stock				
Reimbu				
Exc/Sa	Enter 'C' to Cancel: _			
Haz Mat Code: _		Haz Mat Ind: _		Precious Metals Code: A
Item Desc:		Print Pickup Doc: Y		More: RETAIN (Y/N): N
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- -				
HELP LOPF PREV		CNCL		CLEAR EXIT

INPUT DATA

- Appropriation Data
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then displays the ADD SCREEN 2 (ND4110MB). If you enter **C** to Cancel, NPDMS displays the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA).

Appropriate data fields are populated and displayed by the system. The source of the populated data fields may come from the Center Profile Table, previously entered data, or system calculations.

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2		03/01/01 12:26:45 MSXXX	
Install Name: MARSHALL SPACE FLIGHT CENTER*****					
Contact Person: XXXXXXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX			
Address: BLDG XXXX*****		Bldg: XXXX***** Room: _____			
Property Location		City: HUNTSVILLE*****		State: AL Zip: XXXXX _____	
Country: _____		Print Doc (Y/N): N			
Report To: GSA Region: 04 or DRMO DODAAC: _____		Warehouse Loc: _____			
DML Code: _____		Foreign Prop: _____		Reclam Code: _____ CC: A1	
Days		Begin Dates		End Dates	
21_ Installation Screening:		03 01 2001		03 22 2001	
21_ NASA-Wide Screening:		03 01 2001		03 22 2001	
0_ Other Federal Screening:		03 23 2001		03 23 2001	
21_ Donation Screening:		03 24 2001		04 14 2001	
Method = Install: C NASA-Wide: C (C=NPDM Catalog, F=Fax, L=Local, N=NEMS Only)					
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____					
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP LOPF PREV CNCL CLEAR EXIT					

INPUT DATA

- Install Name input value = your center name
- Contact Person
- Phone
- Address (line 1)
- Bldg
- Room
- Address (line 2)
- Fax
- City
- State
- Zip
- Country
- Report to:
 - GSA Region input value = **blank**
 - DRMO DODAAC input value = transferring DRMO DODAAC

- Print Doc input value = **Y** or **N**
- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**
- DML Code
- Foreign Prop input value = **Y** or **blank**
- Reclaim Code input values = **Y**, **R**, or **N**
- CC
- Artifact input value = **Y** or **blank**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**

- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**
- Additional Component Items input values = **Y or N**

NOTE: If you want to add more component items, enter Y.

- ECN input value = next case to be added, if any
- Cust Acct No input value = next case to be added, if any
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- Press **<Enter>**. Depending on the previous data entries, NPDMS then displays one of the following screens:
 - If you are not finished entering component items (i.e., Additional Component Items equals **Y** on the ADD SCREEN 2), then the COMPONENT SYSTEM NON-CONTROLLED PROPERTY ADD (ND4110MA) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - If you are finished entering component items (i.e., Additional Component Items equals **N** on the ADD SCREEN 2), the DRMO DATA screen (ND4110MD) screen displays with the message *'Item Added Successfully, ERN Of E01: N10 With N Add'l Txn(s).'*
 - After each item entry, the NPDMS Case File is updated with a unique Property Case Number; also, the NPDMS Transaction File is updated with the following

transactions: E01 Add Transaction and T02 Receipt Transaction if warehouse data is entered.

- If a Y is incorrectly entered at the Additional Component Items field on the ADD SCREEN 2 (ND4110MB), the user can use the PF17 Key to Cancel.

NPDMS then displays appropriate data fields that are populated on the DRMO DATA screen (ND4110MD).

ND4110MD / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM DRMO DATA		03/01/01 14:32:18 MSXXX	
Local Ref No:		Turn-In Doc No:			
Appropriation Data:					
Reimbursement Code:	Exc/Sale:	Unclaimed Prop:	Fair Mkt:		
This property is scheduled to be reported on				to DoDAAC:	
Ship from Fedstrip ACC:			Supplementary Address:		
Document Identifier Code: TID		ADPE Identification: _		Physical Security: *	
Disposal Authority Code: *		Mark For: _			
Additional Data Code:		Shipping: _		DRMO Receiving: _	
Navigation: _____					
Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
HELP LOPF					

INPUT DATA

- ADPE Identification input values = 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, or blank
- Physical Security input values = A - Z, 1 - 9
- Disposal Authority Code input values = N, M, or R
- Mark For input value = HM or HW
- Additional Data Code
 - Shipping
 - DRMO Receiving
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.

After entry of component system items (at least 2 component system items) to make up a component system, NPDMS displays the COMPONENT SYSTEM PROPERTY CASE ADD screen (ND4110ME).

Appropriate data fields are populated and displayed by the system.

ND4110ME / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM PROPERTY CASE ADD		03/01/01 14:52:04 MSXXX
Prop Case No:				
Haz Mat Ind: DML Code:	Precious Metals Ind: Artifact:	Total Number of Components: Total Acq Cost:		
Component System Information -				
Component System Name:		***** FSC Code: **** CC: **		
Screening Timeframes	Days 0_	Installation Screening: NASA-Wide Screening: Other Federal Screening: Donation Screening:	Begin Dates ** ** **	End Dates ** ** **
Method = Install: * NASA-Wide: * (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)				
Navigation:				
Enter- PF1---	PF2---	PF3---	PF4---	PF5---
HELP	LOPF	PREV		EXIT

INPUT DATA

- Component System Name
- FSC Code input value = component system

level FSC

- CC input value = component system level CC
- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- NASA-Wide Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Other Federal Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days
- Donation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Method
 - Install input values = **C, F, L, or N**
 - NASA-Wide input values = **C, F, L or N**

NOTE: The system calculates screening timeframes using various data as input by the user (e.g., ADPE greater than one million dollars and not outdated, Exchange/sale, ADPE less than one million dollars). The system uses the category of the data to extract default total screening from the Screening Days Table. The total screening timeframe is the period from the earliest begin date to the latest end date (e.g., Surplus Property Donation Screening End Date minus Installation Begin Date equals the total screening timeframe). If the total

screening timeframe exceeds 130 days, the system issues a warning message. Refer to Appendix I for more screening information.

NOTE: The system calculates Screening Days by taking the difference between the two dates. For example, the system recognizes zero days screening when the begin date is equal to the end date and the system recognizes one screening day when the begin date is July 25, 1994, and the end date is July 26, 1994.

- NPDMS calculates the Haz Mat Ind, Precious Metals Ind, Total Number of Components, DML Code, Artifact, and Total Acq Cost.
- Press **<Enter>**. NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press **<Enter>**. The system continues to validate each data field until all data passes the edit checks.
- The following occurs: The NPDMS Case File is updated. All item records for the specific component system are updated with the component level data.
- NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and returns to the Transaction Menu (ND5000MA).

4.8.1.9 Component System Item Add To Existing Component System

This Add process allows the user to Add an item to an established component system.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Enter the following input data on the ADD SCREEN 2 (ND4110MB) to add another component item:

```

PROPERTY REPORT
=====
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                03/01/01
COMPONENT SYSTEM ITEM ADD SCREEN 2                                     12: 26: 45
MSXXX

ND4110MB / ND4110PA

Property Case No: _____ Item Id: _____
  Install Name: MARSHALL SPACE FLIGHT CENTER*****
Contact Person: XXXXXXXXXXXXXXXX***** Phone: ( XXX ) XXX - XXXX
Address: BLDG XXXX***** Bldg: XXXX***** Room: _____
Fax: ( XXX ) XXX - XXXX
Property Location: _____ State: AL Zip: XXXXX _____
City: HUNTSVILLE*****
Country: _____

Report To: GSA Region: 04 or DRMD DODAAC: _____ Print Doc (Y/N): N
Warehouse Loc: _____ Warehoused Date: _____
DML Code: _ Foreign Prop: _ Reclam Code: _ CC: A1 Artifact: _
DAYS
21_ Installation Screening: 03 01 2001 03 22 2001
Screening 21_ NASA-Wide Screening: 03 01 2001 03 22 2001
Timeframes 0_ Other Federal Screening: 03 23 2001 03 23 2001
21_ Donation Screening: 03 24 2001 04 14 2001
Method = Install: C NASA-Wide: C (C=NPDM Catalog, F=Fax, L=Local, N=NEMS Only)
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____
Navigation:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
HELP LOPF PREV CNCL CLEAR EXIT

```

- Print Doc input value = **Y** or **N**

- Press **<Enter>**.

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ND4110MB / ND4210PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2 CH CA		03/01/01 12:34:52 MSXXX
PROP CASE NO: 804101 6282S031				
Install Name: MARSHALL SPACE FLIGHT CENTER*****				
Contact Person: XXXXXXXXXXXXXXXX***** Phone: (XXX) XXX - XXXX				
Address: MARSHALL SPACE FLIGHT CENTER** Bldg: XXXX***** Room: XXXX_				
Proper Locati				11
Report Wareho DML Co	<div style="border: 1px solid black; padding: 5px;"> <p>ND5100MB</p> <p>Mark the document(s) you wish printed</p> <ul style="list-style-type: none"> - Print NASA 811 ('Y') - Print NASA 812 ('Y') - Print SF-120 Correction ('C') - Print SF-120 Withdrawal ('W') - Print DD-1348-1A ('Y') - Print Foreign Disposal Approval Form ('Y') <p>Enter 'C' to Cancel: _</p> </div>			ct: _ s 96 96 96 96 Only)
Screen Timefr				
Method				
Naviga	Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -			
	HELP LOPF PREV CNCL EXIT			

INPUT DATA

- Print SF-120 Correction ('C') input value = C
- Press <Enter>.

If Print SF-120 equals C, NPDMS displays the pop-up window (ND5100MD).

ND4110MB / ND4210PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2 CH CA		03/01/01 12:34:52 MSXXX
PROP CASE NO: 804101 6282S031				
Install Name: MARSHALL SPACE FLIGHT CENTER*****				
Contact Person: XXXXXXXXXXXXXXXX***** Phone: (XXX) XXX - XXXX				
Address: MARSHALL SPACE FLIGHT CENTER** Bldg: XXXX***** Room: XXXX_				
Property	MAIL CODE XXXX		Fax: (XXX) XXX - XXXX	
Location	City: MSFC*****	State: AL Zip: XXXXX		

ND5100MD				
GSA Withdrawal Approval Date: ** ** *				
Withdrawal/Correction Narrative:				

Enter 'C' to Cancel: _				

Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)				
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL EXIT				

INPUT DATA

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections. If you enter **C** to Cancel, NPDMS displays the component System Item Add Screen 2 (ND4110MB).

4.8.1.10 Single and Component System Item Case Add With Receipt

This Add process allows the user to generate a Receipt, which records the physical receipt of personal property by the PDO. To generate a Receipt outside the Add process refer to UOG Section 4.8.4.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type **1** at Enter Selection to access the Case Add screen,
- Appropriate data fields are populated and displayed by the system.
- Refer to the following UOG sections for step-by-step instructions:
 - 4.8.1.1 (Controlled Add with GSA Reporting)
 - 4.8.1.2 (Non-Controlled Add with GSA Reporting)
 - 4.8.1.3 (Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.4 (Non-Controlled Component System Item Add with GSA Reporting)
 - 4.8.1.5 (Controlled Add with DRMO Transfer)
 - 4.8.1.6 (Non-Controlled Add with DRMO Transfer)
 - 4.8.1.7 (Controlled Component System Item Add with DRMO Transfer)

— 4.8.1.8 (Non-Controlled Component System Item Add with DRMO Transfer)

Enter the following input data on the ADD SCREEN 2 (ND4110MB) to generate a Receipt at the time of Add:

ND4110MB / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM COMPONENT SYSTEM ITEM ADD SCREEN 2		03/01/01 12:26:45 MSXXX	
Prop Case No:		Item Id:			
Install Name: MARSHALL SPACE FLIGHT CENTER*****					
Contact Person: XXXXXXXXXXXXXXXX*****		Phone: (XXX) XXX - XXXX			
Address: BLDG XXXX*****		Bldg: XXXX***** Room: _____			
Property Location		Fax: (XXX) XXX - XXXX			
City: HUNTSVILLE*****		State: AL Zip: XXXXX _____			
Country: _____					
Report To: GSA Region: 04 or DRMO DODAAC: _____		Print Doc (Y/N): N			
Warehouse Loc: _____		Warehoused Date: _____			
DML Code: _____		Foreign Prop: _____		Reclam Code: _____ CC: A1	
DAYS		Begin Dates		End Dates	
21_		03 01 2001		03 22 2001	
Screening		Installation Screening:		03 01 2001	
21_		NASA-Wide Screening:		03 22 2001	
Timeframes		0_		Other Federal Screening:	
21_		03 23 2001		03 23 2001	
		Donation Screening:		03 24 2001	
		03 24 2001		04 14 2001	
Method = Install: C NASA-Wide: C (C=NPDMS Catalog, F=Fax, L=Local, N=NEMS Only)					
ADDITIONAL COMPONENT ITEMS (Y/N): N ECN: _____ CUST ACCT NO: _____					
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - - PF24- - -					
HELP LOPF PREV CNCL CLEAR EXIT					

INPUT DATA

- Warehouse Loc
- Warehoused Date input format = **MM/DD/YYYY**

If the default values at Screening Timeframes Days require modification at the time of the initial Add, input the following:

- Screening Timeframes
- Days
- Installation Screening
 - Begin Dates input format = **MM/DD/YYYY**
 - End Dates input format = **MM/DD/YYYY**
- Days

- From this point, NPDMS processing continues the same as in the previously cited UOG Sections. Refer to the appropriate UOG Sections.

4.8.1.11 Non-Controlled/Controlled Property Check

This Add process is initiated for the functional Add of Non-Controlled property Add data. During the Non-Controlled property Add, the system checks for Controlled (NEMS-tagged) property using the manufacturer model, serial number, quantity, and unit of measure. If the quantity equals one (1), and the unit of measure equals each (ea), and a match of the manufacturer model and serial number occurs for a controlled piece of property monitored by NEMS, NPDMS allows the user to process the property as Controlled or Non-Controlled.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the Transaction Menu (ND5000MA), type 1 at Enter Selection to access the NON-CONTROLLED PROPERTY ADD (ND4110MA) screen,

Appropriate data fields are populated and displayed by the system.

ND4110MA / ND4110PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM NON-CONTROLLED PROPERTY ITEM ADD		03/01/01 10: 48: 18 MSXXX	
Prop Case No: 804101 5335C242		ITEM ID: 03		Cust Acct No: 33001	
Local Ref No: _____		Turn-In Doc No: _____			
Initiators Name: _____		Initiators Org Code: _____			
Initiators Phone: () _____		NSN: ****			
Item Name: *****					
Mfg's Code: _____		Mfg's Name: _____		Mfg Year: _____	
Model No: _____		Part No: _____			
Serial No: _____		MMA Code: _____		CC: **	
QTY: *****		UNIT OF MEASURE: **		ACQ COST: *****	
Stock Status Code: 5		Contr Prop: _		Tag No: _____	
Reimbursement Code: _____		Grantee Prop: _		Contr/Grant No: _____	
Exc/Sale: _ Unclaimed Prop: _		Date Found: _ _		Fair Mkt: _____	
Mat Inv: _ SHELF LIFE TYPE: 0		EXP DATE: _____		EXT DATE: _____	
Haz Mat Code: _ Haz Mat Ind: _		Precious Metals Code: A		Print Pickup Doc: Y	
Item Desc: _____				More: _____	
				RETAIN (Y/N): N	
Navigation:					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -					
HELP		LOPF		PREV	
		CNCL		CLEAR	
				EXIT	

INPUT DATA

- Local Ref No

- input values = blank, name with
matching Mfg's Code,
UNKNOWN with **ZZZZZZ** Mfg's
Code, or **MFG CODE NOT**
Code

- Part No
- Serial No

input value = **ea**

- Unit Acq Cost
- Stock Status Code
 2 for Program Stock, **3** for Stock, **4** for Capitalized Equipment, **5** for all other property
 input values = **1** for Store Stock, Stand-By-
- Contr Prop
 input value = **Y** or **blank**
- Tag No
- Reimbursement Code
- Grantee Prop
 input value = **Y** or **blank**
- Contr/Grant No
- Exc/Sale
 input value = **Y** or **blank**
- Unclaimed Prop
 input value = **Y** or **blank**
- Date Found
 input format = **MM/DD/YYYY**
- Fair Mkt
- Mat Inv input value = **Y** or **blank**
- Shelf Life Type
- Exp Date
- Ext Date
- Haz Mat Code
- Precious Metals Code
- Print Pickup Doc
 input value = **Y** or **N**
- Item Desc
- More
 input value = **Y** or **blank**

- ```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
NON-CONTROLLED PROPERTY ADD
A CA
Cust Acct No: XXXXX
03/01/01
12:07:41
MSXXX
ND4110MA / ND4110PA
Local Ref No: _____ Turn-In Doc No: _____
Initiators Name: _____ Initiators Org Code: _____

ND4110MF
A record has been found on the NEMS Equipment File with
the same Model Number and Serial Number.
ECN: Item Name:
Do you wish to process this case as a Controlled Property? (Y/N): _
NOTE: Some of the data may be changed.

Navigation:
Enter- PF13- -PF14- -PF15- -PF16- -PF17- -PF18- -PF19- -PF20- -PF21- -PF22- -PF23- -PF24- -
HELP LOFF PREV CNCL CLEAR EXIT

```

- Process as a Controlled Property input value = **Y** or **N**
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. If the user elects to process the entered record as controlled property, the case record is updated with the controlled property information. NPDMS generates an E01 Add Transaction and a X90 Transaction to identify NEMS Equipment data. NPDMS then displays the message *'Case N14 Added, ERN Of E01: N10 With Add'l Txn(s)'* and remains on the Add screen for entry of the next record.
- Haz Mat Ind